



CITY OF HOUSTON

Job Posting

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<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
<i>Job Classification</i>	Administrative Assistant
<i>Posting Number</i>	PN # 103883
<i>Department</i>	PARKS AND RECREATION
<i>Division</i>	GROUNDS MAINTENANCE
<i>Section</i>	Grounds Maintenance/ Administration Section
<i>Reporting Location</i>	2999 SO. WAYSIDE*
<i>Workdays & Hours</i>	M-F, 8 A.M - 5 P.M*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

This individual will perform professional administrative tasks for the Administrative Support Team. Compile and analyze data for use in a variety of reports including budget. Establish tracking system both physical and electronic to maintain records, correspondence, work orders, and other departmental records. Process, draft and edit confidential correspondence and other documents. Assist with human resource management in the division. Organize and conduct employee orientation for seasonal work force and assist with temporary employee replacement. Design and develop reports for work order system using Microsoft Excel and Microsoft Access. Perform other projects as assigned.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s degree in Business Administration, Social Science, Liberal Arts, or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

One year of administrative experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Must have a Valid Texas Driver’s License and comply with the City of Houston’s policy on driving AP 2-2.

PREFERENCES

Preference will be given to candidates with strong computer knowledge such as Microsoft Word, Excel, and Access, Oracle, Crystal Reports and general proficiency with computer software.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range – Pay Grade 17</u>	
\$992-\$1,345 Biweekly	\$25,792 - \$34,970 Annually

OPENING DATE April 6, 2005

CLOSING DATE April 12, 2005

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD (Telephone Devise for the Deaf) is (713) 837-9496.

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